

EXHIBIT 17-3

PROJECT-BASED VOUCHER PROGRAM CHECKLIST TRANSFER OF A HOUSING ASSISTANCE PAYMENT CONTRACT OR PROPERTY

The following documents and certifications are required prior to MSHDA approving a transfer as defined in Section 21 of the Project-Based Voucher (PBV) Housing Assistance Payment (HAP) contract.

1. Copy of Purchase and Sale Agreement
2. Assignment and Assumption of Section 8 Project-Based Voucher Contract including:
 - Owner Certification as to Debarment or Suspension
 - Lobbying Certification (Byrd Amendment), and
 - Conflict of Interest Disclosure (PHA and Congress)
3. IRS W-9 (for both the new owner and management company) and Payee Authorization (MSHDA220). Forms are available at the following link:
http://www.michigan.gov/mshda/0,4641,7-141-5555_41270---,00.html .
4. Organizational Documents of New Owner and General Partner or Manager
5. Affirmative Fair Housing Marketing Plan for New Owner
6. Certification of no outstanding Housing Quality Standards (HQS) physical issues
7. MSHDA approval of transfer, if a MSHDA financed property